



COUNTY OF PLACER CIVIL SERVICE COMMISSION

CIVIL SERVICE COMMISSION
DON NELSON, Chair
RICK WARD, Vice Chair
JOHN COSTA
RON LE DOUX
ANDRAE RANDOLPH

Monday – June 15, 2015

Lori Walsh, Personnel Director
Kellie Craig, Executive Secretary

SPECIAL MEETING AGENDA

Placer County is committed to ensuring that persons with disabilities are provided the resources to participate fully in its public meetings. If you are hearing impaired, we have listening devices available. If you require additional disability-related modifications or accommodations, including auxiliary aids or services, please contact the Executive Secretary. If requested, the agenda shall be provided in appropriate alternative formats to persons with disabilities. All requests must be in writing and must be received by the Executive Secretary five business days prior to the scheduled meeting for which you are requesting accommodation. Requests received after such time will be accommodated only if time permits.

MEETING LOCATION:

Placer County Board of Supervisors Chambers
175 Fulweiler Avenue
Auburn, CA 95603
530.889.4060

8:30 AM CALL TO ORDER OPEN SESSION

ROLL CALL

FLAG SALUTE

I. AGENDA APPROVAL

- II. PUBLIC COMMENT:** Persons may address the Commission on items not on this agenda. Please limit comments to 3 minutes per person since the time allocated for Public Comment is 15 minutes. If all comments cannot be heard within the 15-minute time limit, the Public Comment period will be taken up at the end of the regular session. The Commission is not permitted to take any action on items addressed under Public Comment.

III. OLD BUSINESS

IV. NEW BUSINESS

Information Technology Classification Study Appeal Hearing

(Action to be taken)

IV. ADJOURNMENT

MEMORANDUM PERSONNEL DEPARTMENT COUNTY OF PLACER

To: Civil Service Commission
From: Lori Walsh, Personnel Director
By: Suzanne Holloway, Senior Personnel Analyst
Jennifer Duvall, Senior Personnel Analyst
Date: June 15, 2015
Subject: Classification Study Results – Employee Appeals

Recommendation

It is recommended that the Civil Service Commission determine whether to grant or deny the appeals presented regarding the classifications of employee positions as a result of the Countywide Information Technology Classification study pursuant to Placer County Code section 3.08.520 (attached).

Background

In October 2013 Placer County entered into a contract with CPS-HR Consulting to undertake a County-wide classification and organizational study involving all information technology related classifications, as well as any non-technology positions in departments that were performing technology related tasks for their assigned unit. The primary goal of the study was to identify the appropriate classification structure and optimal organizational structure for information technology classifications across the County, identify current service level requirements and best practices, and to develop updated class specifications to better reflect current services, technology, and job functions.

Based on the information contained in the Position Inventory Questionnaires and feedback received during the follow up meetings with incumbents and supervisory/management staff, draft allocation recommendations were submitted to the Personnel Department and the Information Technology division for initial review. During the course of the study, however, updated information regarding several positions was submitted to the consultant for review in order to determine whether allocation recommendations needed to be updated as a result of additional job assignments, departmental reorganizations, or other changes. As a result of this follow up new allocation recommendations were submitted to the County in the fall of 2014.

Personnel staff met with management personnel from each department to review allocation recommendations for their specific positions, which included an overview of the study results, criteria considered in making allocation recommendations, and any

budgetary implications of these recommendations. Additional information was then provided by management staff regarding position requirements and follow up discussions were scheduled with consultant staff and managers as requested in order to clarify updated position scope, respond to any follow up questions or concerns, and to correct allocation recommendations, if needed.

All employees included in the study were notified of the consultant's allocation recommendations and provided with a copy of the draft class specification for their positions in January of this year. Per County code, each employee was given the opportunity to review and comment on the recommendations. As a result of the feedback provided by incumbents and supervisors, class specifications were updated to include additional detail and more accurately reflect the full scope of work performed.

Any information submitted by those who requested a re-evaluation of their allocation was forwarded to the consultant for further analysis and review. As a result of this analysis, some allocation recommendations were changed, class specification language was updated, and/or some allocation recommendations remained the same.

In March of this year, final allocation notices with corresponding class specifications were sent to each employee included in the study which incorporated changes and updates from the initial review process. Employees were also informed of their appeal rights regarding the consultant's final recommendations as provided by Chapter 3, Section 3.08.520.

Appeals

Each employee requesting a formal appeal to the Commission has been provided with information regarding the review process and has been given a defined appointment time in which his/her appeal will be presented, reviewed, and a final decision will be made. For all those presenting appeals today, there were no classification/allocation changes recommended, however each employee feels he/she should be allocated to a higher classification based upon the work performed.

It is requested that the Commission determine whether each employee's appeal be granted or denied based upon all of the information provided.

cc: Chuck Thiel, PPEO

Attachments:

- Appeal packets for each employee will be provided to the Commissioners for consideration

3.08.450 Classification plan.

Every position in the county classified service shall be allocated to the appropriate class in the classification plan. The allocation of a position to a class shall be determined by the duties and responsibilities of the position and shall be based on the principle that all positions shall be included in the same class if:

- A. Sufficiently similar in duties and responsibilities that the same descriptive title may be used.
- B. Substantially the same requirements as to education, experience, knowledge and ability are demanded of incumbents.
- C. Substantially the same test of fitness maybe used in choosing qualified appointees.
- D. The same schedule of compensation can be made to apply with equity. (Ord. 5478-B (Attach. A), 2007; prior code § 14.1600)

3.08.520 Notice and hearing on proposed classification action.

Any employee affected by any change in the classification plan or in the allocation of his or her position shall be notified of the intent to take such action and shall have the opportunity to be heard by the personnel director, or an appeal, by the commission before the action becomes final. (Ord. 5478-B (Attach. A), 2007; prior code § 14.1630)